



Essential Digital Skills

Location	Cheadle College
Course Type	Adult
Department	Computing
Start Date	Friday 19th April 2024
Duration	Part-time, 5 Weeks
Time	10:00 - 12:00
Fee	£ 30.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	CPQ-UAEZ-1015

Course Overview

Our Essential Digital Skills qualifications are fully-funded qualifications mapped to national standards for digital literacy. These qualifications are designed to meet digital knowledge gaps and provide vital skills, such as:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online.

The purpose of this qualification is to allow learners to demonstrate understanding of and competency in the essential digital skills they need for life and work. It will enable learners to engage with digital services and products in everyday life and work.

Course Requirements

Participants are not required to possess any previous knowledge or expertise. We welcome individuals with a genuine enthusiasm for the subject and a willingness to actively engage and contribute.

What You Will Learn

No matter where you look, digital has made a difference to almost every industry in the modern world. This course will not only teach you digital skills but will equip you with the tools needed to apply your knowledge and put this into practice in the workplace.

Assessment

There will be no formal assessment

Progression

Upon completion of the course you may wish to progress to a more advanced computing course to further develop your skills.

Alternatively, there are a variety of leisure and community courses offered for your enrollment, including but not limited to:

Hair and Media Make-up

Health and Social Care

Art and Design

Languages

Childcare and Education

Counselling

Digital Skills

Hospitality and Catering

Career Options

Completing a beginners' digital skills course can open doors to various career options in today's digital-centric world. These skills are highly valuable and sought after across numerous industries. Here are some career paths and opportunities after completing a beginners' digital skills course:

Telecommuting Opportunities: Many traditional jobs, such as customer service, data entry, and administrative support, now offer remote work opportunities, making them accessible to individuals with digital skills.

Email Marketing Specialist: Manage email marketing campaigns, including creating and sending marketing emails.

Digital Sales Representative: Use digital skills to sell products or services online through e-commerce platforms or marketplaces.

IT Support Specialist: Provide technical support for computer systems, software, and hardware in various organisations.

Customer Support Specialist: Provide online customer support via chat, email, or social media, addressing customer inquiries and issues.

Keep in mind that the specific career path you choose will often depend on your interests, the additional skills you acquire, and your ability to adapt to changing technology and industry trends. Ongoing learning and staying up-to-date with digital advancements are essential for success in these careers.

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.